

**TRAINING PROGRAM OF INSTRUCTION (TPI)**  
**FOR**  
**VPD**  
**VIDEO PRODUCTION COURSE**



Approved by:

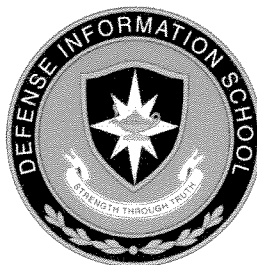
A handwritten signature in black ink, appearing to read "Gary L. Keck".

GARY L KECK

Col, US Army  
Commandant

Date: 2 July 2010

Commandant Defense Information School  
This TPI Supersedes TPI Dated 14 March 2007



# VIDEO PRODUCTION COURSE

## TRAINING PROGRAM OF INSTRUCTION

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# TRAINING PROGRAM OF INSTRUCTION

## Preface

**TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN):** DINFOS-VPD

**TITLE:** Video Production Documentation

**TRAINING LOCATION:** Defense Information School, Fort Meade, MD

**SPECIALTY AWARDED:**

USA: 25V  
USN: 8143  
USMC: 4671

**PURPOSE:** To train selected enlisted personnel and civilian employees of Department of Defense components in the principles, techniques and skills required to perform the duties and functions of video production and documentation specialists.

**COURSE DESCRIPTION:** This course provides the knowledge and skills needed to perform the duties required for visual information production assignments supporting video documentation of training and operations, public affairs, joint operations, and studio missions throughout the Armed Forces. This includes the operation of a variety of video cameras, video editing systems, audio, lighting, and studio equipment. The student performs skills in the principles of video framing, composition, visualization, storytelling, and audio and non-linear video editing, and export of final products for distribution. The graduate achieves an apprentice level of competence for video production and documentation of military events and features.

**PREREQUISITES:** Validation of student authentication is through the Army Training Requirements and Resources System (ATRRS).

Requests for waiver of prerequisites must be routed through the appropriate career field manager to the DINFOS Commandant and must be approved prior to student's acceptance into training.

Service	Enlisted	Civilian
USA:	Must complete both VPD and Basic Still Photography (BSP) before awarded MOS	
USN	Must be an MC	
USMC	none	
International:	Must have an English Comprehension Level (ECL) of 75; must have normal color vision.	
Interagency:	Must be in a GS 1060, 1071, or 1084 series position requiring video skills. Requires visual acuity correctable to 20/20 with normal color vision. Must be able to carry associated video equipment weighing 40 lbs.	

**SECURITY CLEARANCE:** None Required

**CLASS SIZE:**

MAXIMUM 24

MINIMUM 8

**COURSE LENGTH: 72 days (576 hours)**

ACADEMIC HOURS: 563 hours

ADMINISTRATIVE HOURS: 13 hours

TOTAL COURSE HOURS: 576 hours

**TYPE/METHOD OF INSTRUCTION:**

Type/Method	Hours
Lecture (L)	83.5 Hours
Demonstration (D)	60 Hours
Performance Exercise (PE)	216 Hours
Written Exams (EW)	25.5 Hours
Performance Examination (EP)	178 Hours
Administrative Hours (AD)	13 Hours

**TRAINING START DATE:** 9 August 2010**ENVIRONMENTAL IMPACT:** None, DOD policy was followed to assess the environmental impact.**MANPOWER:** The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required for the resident portion of this course.**EQUIPMENT AND FACILITIES:** The Course Design Resource Estimate (CDRE) contains this information.**TRAINING DEVELOPMENT PROPONENT:** Defense Information School, Fort George G. Meade, MD 20755**REFERENCES:** Are found on the last page of this TPI**INSTRUCTOR/STUDENT RATIO:** 1:24 L, 1:24 D, 1:6 PE, 1:12 EW, 1:12 EP**SAFETY FACTORS:** ROUTINE

## **FUNCTIONAL AREA 1**

### **FOUNDATIONS OF VIDEO CONCEPTS**

**TPFN: DINFOS-VPD-001-**

**TERMINAL TRAINING OUTCOME:** *The instruction and training throughout this functional area provide the foundation and knowledge necessary for visual information production assignments supporting video documentation of training and operations, public affairs, joint operations and studio missions throughout the Armed Forces. The student learns fundamental elements of function and processes used in videography. Emphasis is placed on establishing individual habits of safety and security balanced with the crucial requirements of being a military videographer during peace, contingency and wartime missions. The student is introduced to fundamentals of electricity and how to properly identify the quality of video signals. Concepts and techniques of non-linear video editing are introduced with emphasis on maintaining pictorial continuity during visual storytelling. The student is prepared and oriented to begin developing individual skills to accomplish apprentice competence in the full spectrum of video production. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

#### **UNITS:**

##### **001 THE ROLE AND MISSION OF THE MILITARY VIDEOGRAPHER**

- 001 Identify the videographer's role during peacetime, contingency and wartime missions

##### **002 PRINCIPLES OF SAFETY AND SECURITY**

- 001 Describe the principles of personal safety
- 002 Describe the principles of security

##### **003 FUNDAMENTALS OF ELECTRICITY AND THE VIDEO SIGNAL**

- 001 Identify basic electrical principles and components: circuits, fuses, batteries, and extension cords
- 002 Describe the characteristics of the video signal and image scan
- 003 Explain waveform monitor and vectroscope operation
- 004 Written exam and critique units 1-3 (EW)

##### **004 BASIC APPLICATIONS OF NON-LINEAR EDITING TECHNIQUES I**

- 001 Identify the concepts of video editing
- 002 Demonstrate non-linear editing techniques (phase I)
- 003 Performance Exercise and Critique (PE)

**005 COMMON TECHNIQUES OF PICTORIAL CONTINUITY**

- 001 Define visual storytelling and continuity
- 002 Demonstrate principles of the 30/30 rule
- 003 Demonstrate screen direction (dynamic and static)
- 004 Demonstrate clean entrances and exits
- 005 Demonstrate matching action
- 006 Performance Exercise and critique (PE)
- 007 Written exam and critique units 4-5 (EW)
- 008 Performance exam units 1-5 (EP)

**TOTAL TPFN TIME:** 58 hours

## **FUNCTIONAL AREA 2**

### **FUNDAMENTALS OF VIDEOGRAPHIC PRODUCTION**

**TPFN: DINFOS-VPD-002-**

**TERMINAL TRAINING OUTCOME:** *The instruction and training throughout this functional area provide the foundation and knowledge necessary to perform the essential skills needed to gather videographic data as a supervised apprentice videographer for the Armed Forces. The student is oriented to the basic tools and processes used for military videography, caption writing and management of the resulting products. Instruction is provided on the theory of light, basic video systems, microphones, optics and lenses and preventative maintenance. The student develops basic video shooting skills through in-depth instruction on video camera operations, camera movements and the shooting principles for visual storytelling including pacing and timing techniques and shot relativity. The student learns the aesthetics of video editing, the theory of sound principles and how to integrate audio into a production. Through a crawl-walk-run training methodology with practical exercises and critiques the student gains a fundamental comprehension of all aspects of video production and documentation. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

#### **UNITS:**

##### **001 INTRODUCTION TO VIDEO TECHNOLOGY**

- 001 Define the basic video system

##### **002 BASIC CHARACTERISTICS OF LIGHT**

- 001 Explain the characteristics of light
- 002 Identify types of illumination
- 003 Identify types and uses of filters

##### **003 INTRODUCTION TO OPTICS AND LENSES**

- 001 Identify the principles of vision
- 002 Describe the illusion of motion
- 003 Identify optical characteristics of lenses: lens selection

##### **004 INFORMATION MANAGEMENT OF VISUAL INFORMATION PRODUCTS**

- 001 Record slate, label and VIRIN data
- 002 Establish caption and run sheet requirements
- 003 Establish non-linear video input, logging, and batch recording procedures
- 004 Performance Exercise and critique (PE)



**005 PREPARATION TO SHOOT AND RECORD**

- 001 Set up and operate tripod
- 002 Set up and operate a camera
- 003 Perform operator preventative maintenance
- 004 Performance Exercise and critique (PE)
- 005 Written Exam and Critique Units 1-5 (EW)

**006 INTRODUCTION TO VISUAL STORYTELLING**

- 001 Identify principles of visual storytelling
- 002 Identify principles of the 180-degree rule
- 003 Record visual storytelling (shot relativity: long, medium, and close-up shots)
- 004 Demonstrate pacing and timing shooting techniques
- 005 Performance Exercise and critique (PE)

**007 INTRODUCTION TO BASIC CAMERA MOVEMENTS**

- 001 Perform camera movements (pan, tilt, and compound)
- 002 Performance Exercise and critique (PE)

**008 INTEGRATION OF AUDIO FUNDAMENTALS**

- 001 Identify the effects of audio on production
- 002 Define the theory of sound principles
- 003 Identify types and uses of microphones to include shotgun, hand-held, lavalier, mobile, etc.
- 004 Performance Exercise and critique (PE)

**009 INTRODUCTION TO THE ART AND AESTHETICS OF EDITING**

- 001 Demonstrate pacing and timing editing techniques
- 002 Performance Exercise and critique (PE)
- 003 Written Exam and Critique Units 6-9 (EW)
- 004 Performance Exam and Critique Units 1-9 (EP)

**TOTAL TPFN TIME:** 132 hours

## **FUNCTIONAL AREA 3**

### **THE ART OF VIDEOGRAPHIC PRODUCTION**

**TPFN: DINFOS-VPD-003-**

**TERMINAL TRAINING OUTCOME:** *The instruction and training throughout this functional area provide the foundation and knowledge necessary to perform increasingly complex videographic skills to include storytelling techniques that convey affect and enhance story perception for the viewer. Shooting and recording experience are reinforced as composition and basic lighting techniques are introduced for shooting video in a field production environment. Greater emphasis is placed on planning functions within the process including location surveys, pre/post production responsibilities, story visualization, storyboards, script formats, shooting methods and responsibilities for team coverage. The student prepares and selects equipment and demonstrates each of the video team member roles during electronic field production including responsibilities of the camera operator, audio technician, grip and gaffer. The student records using portable audio mixers, controls audio levels, and integrates non-linear audio from multiple sources into a field production. Non-linear video editing techniques are reinforced while the student is introduced to trimming techniques and the proper use of titles, dissolves and effects. Through practical exercises and critiques the student gains confidence to gather videographic documentary data with limited supervision and an understanding of mission applications and operational limits for electronic field production. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

#### **UNITS:**

##### **001 BASIC APPLICATIONS OF NON-LINEAR EDITING TECHNIQUES II**

- 001 Identify aspects of non-linear audio editing
- 002 Identify non-linear basic trimming techniques
- 003 Determine proper use of titles, dissolves, and effects
- 004 Performance Exercise and critique (PE)

##### **002 BASIC LIGHTING FOR VIDEO**

- 001 Operate portable lighting equipment
- 002 Demonstrate lighting techniques for field production
- 003 Demonstrate triangle lighting of a subject
- 004 Operate an exposure meter
- 005 Performance Exercise and critique (PE)

##### **003 INTERMEDIATE AUDIO RECORDING SKILLS**

- 001 Identify audio accessories
- 002 Identify difference between line level and mic level inputs and outputs
- 003 Identify functions and uses of portable audio mixers

- 004 Adjust audio levels referencing the VU meter
- 005 Perform mixing of multiple audio sources
- 006 Performance Exercise and critique (PE)

#### **004 THE ART OF COMPOSITION TECHNIQUES**

- 001 Demonstrate balance: formal and informal within the field of view
- 002 Performance Exercise and critique (PE)
- 003 Written Exam and critique units 1-4 (EW)

#### **005 ELECTRONIC FIELD PRODUCTION: PLANNING**

- 001 Identify EFP pre-production and post-production responsibilities
- 002 Identify story visualization within script formats
- 003 Develop a story treatment
- 004 Design a storyboard
- 005 Identify mission applications of electronic field production
- 006 Assess operational limitations of electronic field production
- 007 Explain EFP shooting methods and team coverage techniques
- 008 Identify team/crew responsibilities of electronic field productions
- 009 Performance Exercise and critique (PE)

#### **006 INTERMEDIATE APPLICATIONS OF NON-LINEAR EDITING TECHNIQUES I**

- 001 Demonstrate non-linear editing techniques (phase I)
- 002 Performance Exercise and critique (PE)

#### **007 ELECTRONIC FIELD PRODUCTION: PRODUCTION**

- 001 Define applications for location surveys
- 002 Select and prepare equipment for field production
- 003 Perform team member roles as Director, Crew Chief/ Floor Manager, Camera Operator, Audio Technician, Grip, and Gaffer during field productions
- 004 Performance Exercise and Critique (PE)

#### **008 INTERMEDIATE APPLICATIONS OF NON-LINEAR EDITING TECHNIQUES II**

- 001 Perform non-linear editing phase II (audio)
- 002 Performance Exercise and critique (PE)
- 003 Written Exam and critique units 5-8 (EW)
- 004 Performance exam and critique units 1-8 (EP)

**TOTAL TPFN TIME:** 156 hours

## **FUNCTIONAL AREA 4**

### **THE ART OF VIDEOGRAPHIC DOCUMENTATION**

**TPFN: DINFOS-VPD-004-**

**TERMINAL TRAINING OUTCOME:** *The instruction and training throughout this functional area exercises the full spectrum of student knowledge and performance. The student identifies publications, instructions and laws applicable to VI operations. Additional training is devoted to specialty and advanced videographic production with emphasis on documentation missions and enhancing non-linear editing skills. Student performs advanced applications of non-linear editing and media management, employs DVD authoring software to create a final product and exports digital video for accessioning to DIMOC. Student performs fundamental television studio operations and is introduced to TV studio layout, set lighting, camera operation, switcher and audio console operation, teleprompters, character generators and use of pre-recorded audio. The culminating event places the student in a simulated field environment with specific contingency and operational scenarios to record a field interview with supporting footage. The student delivers effective video stories and products as a member of a small team using uncontrolled and semi-controlled action with realistic individual and team expectations of time and product driving performance. Student must demonstrate principles of personal safety, use an operations order, issue, check and maintain gear, shoot individual assignments and edit prime cuts, operate night vision equipment, transmit digital video, determine team responsibilities and considerations on deployment, debrief and critique operations and redeploy in a simulated field environment. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

#### **UNITS:**

##### **001 VISUAL INFORMATION ADMINISTRATION**

- 001 Identify communications laws applicable to VI operations
- 002 Identify publications, instructions and technical orders applicable to VI operations
- 003 Identify video accessioning procedures within DIMOC standards
- 004 Determine customer product requirements

##### **002 FUNDAMENTALS OF TELEVISION STUDIO PRODUCTION**

- 001 Identify equipment functions and layout of a TV studio
- 002 Identify principles of studio set lighting
- 003 Identify studio operational functions
- 004 Identify audio console operation
- 005 Establish uses of character generator to incorporate graphics
- 006 Identify uses of pre-recorded audio
- 007 Identify reason for using a teleprompter
- 008 Identify uses of the switcher within a studio

- 009 Perform studio operations
- 010 Performance Exercise and Critique (PE)
- 011 Written Exam and Critique Units 1-2 (EW)

### **003 FUNDAMENTALS OF INTERVIEW TECHNIQUES**

- 001 Establish techniques for conducting interviews
- 002 Record a field interview with supporting footage (PE)

### **004 ADVANCED APPLICATIONS OF NON-LINEAR EDITING TECHNIQUES**

- 001 Demonstrate proper non-linear media management
- 002 Employ DVD authoring software to create a finished video project
- 003 Export digital video (DIMOC standards, compression, for importation into DVD software)
- 004 Performance Exercise and critique (PE)

### **005 THE ART OF CAPTURING UNCONTROLLED AND SEMI-CONTROLLED ACTION**

- 001 Determine the purpose of uncontrolled action missions
- 002 Identify operating limitations and conditions of uncontrolled action
- 003 Complete pre-production requirements for uncontrolled action
- 004 Write for an uncontrolled action product (post production)
- 005 Demonstrate uncontrolled action lighting techniques (camera mounted)
- 006 Demonstrate proper hand-held camera techniques
- 007 Performance Exercise and critique (PE)

### **006 SPECIAL CONSIDERATIONS FOR CONTINGENCY OPERATIONS**

- 001 Demonstrate principles of personal safety in an operational environment
- 002 Identify parts and uses of a 5-paragraph operations order
- 003 Select, issue and check gear for deployment exercise
- 004 Determine team responsibilities and considerations on deployment
- 005 Identify principles of aerial photo/videography
- 006 Perform combat camera operations scenarios
- 007 Shoot individual assignments and edit prime cuts in a field environment
- 008 Operate night vision equipment in a field environment
- 009 Perform transmission of digital video in a field environment
- 010 Debrief and critique operations (AAR)
- 011 Perform operator preventative maintenance during deployment exercise
- 012 Prepare for redeployment and secure from location
- 013 Written Exam and Critique Units 3-6 (EW)
- 014 Performance Exercise and Critique Unit 6 (FTX Go/No-Go)
- 015 Performance Exam and Critique Units 1-5 (EP)

**TOTAL TPFN TIME:** 139 hours

## **FUNCTIONAL AREA 5**

### **CULMINATION OF VIDEOGRAPHIC DOCUMENTATION PRINCIPLES**

**TPFN: DINFOS-VPD-005-**

**TERMINAL TRAINING OUTCOME:** *This functional area fully assesses and critiques all academic and performance requirements. The student performs as a video production and documentation apprentice with limited supervision. All of the skills, processes and creative techniques practiced up to this point are applied and evaluated. Training methodology expands, reinforces and increases standards of achievement for both process and products. During this final capstone event the student prepares, shoots, captions and edits a documentary and performs fully within the parameters of a small video team to replicate job performance requirements expected by the Armed Forces. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

#### **UNITS:**

##### **001 COMPREHENSIVE SKILLS MEASUREMENT**

001 Prepare, shoot, caption and edit a documentary (EP)

**TOTAL TPFN TIME:** 78 hours

**FUNCTIONAL AREA 6**  
**COURSE ADMINISTRATION**

**TPFN: DINFOS-VPD- 006-**

**UNITS:**

**001 Course Opening**

- 001 In-processing
- 002 Orientation and Commandant welcome

**002 Research and Evaluations Solicited Critiques**

- 001 Course Critique functional areas I and II
- 002 End of Course Critique

**003 Course Closing**

- 001 Out-processing
- 002 Graduation Rehearsal
- 003 Graduation Ceremony

**TOTAL TPFN TIME: 13 hrs**

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